

TEAMS AND TEAMWORK

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Teams are groups of individuals who share a common goal and depend on each other to accomplish it. In these times of shrinking budgets and the pressure to do more with less, the team approach can result in a more effective use of people and resources. The books, articles and videotapes listed below endeavor to explain and communicate the dynamics of an effective team.

BOOKS

1. *Enos, Darryl D. **Performance improvement--making it happen**. Boca Raton, FL: St. Lucie Press, 2000. CALL#: 658.4 ENOS
2. *Katzenbach, Jon R. **Teams at the top: unleashing the potential of both teams and individual leaders**. Boston, MA: Harvard Business School Press, 1998. CALL#: 658.402 KATZ
3. *Robbins, Harvey A. and Michael Finley. **The new why teams don't work: what goes wrong and how to make it right**. San Francisco, CA: Berrett-Koehler Publishers, 2000. CALL#: 658.402 ROBB
4. *Tubbs, Stewart L. **A systems approach to small group interaction**. Boston, MA: McGraw Hill, 2001. CALL#: 658.4036 TUBB

ARTICLES

5. Cross, Rob. "Looking before you leap: assessing the jump to teams in knowledge-based work." **Business Horizons** 43 #5 (September 2000): 29-36.
6. Linden, Robert C. and others. "Managing individual performance in work groups." **Human Resource Management** 40 #1 (Spring 2001): 63-72.
7. Solomon, Charlene Marmer. "Managing virtual teams." **Workforce** 80 #6 (June 2001): 60-65.
8. West, Michael. "How to promote creativity in a team." **People Management** 7 #5 (March 8, 2001): 46-48.
9. Whigham-Desir, Marjorie. "How to be a player. Get ahead by learning how to get along by consensus in the age of accomplishment." **Black Enterprise** 31 #7 (February 2001): 113-120 .

AUDIOVISUALS

10. ***Employee 101: respecting the team.** Kirkland, WA: Right Brain Video Inc., 1998. CALL#: VT 1057.

This video covers issues in the workplace that may cause discomfort and how to avoid those situations, focusing on how to work with others in a team environment.

11. ***High five: the magic of working together.** New York: Harper Audio, 2001. CALL#: Media 658.402 BLAN

These audio cassettes deliver a powerful message on teambuilding and why ten simple words, *"None of us is as smart as all of us"* can work magic for any organization.

12. ***Teamwork basics.** Towson, MD: Library Video Network, 2001. CALL#: Media 023.9 TEAM

This 15 minute video for managers discusses basic teamwork components. It uses library workers as examples, but can be applied to many professions.

News from the South Carolina State Library

New Library Resources Offered via the Internet to State Employees

The State Library has recently made several additional electronic research and information resources available over the Internet to state agency employees. These resources include:

- Associations Unlimited - profiles of regional, national & international organizations and U.S. nonprofit organizations.
- Biography & Genealogy Master Index - index to 12 million biographical sketches found in hundreds of reference books.
- Biography Resource Center + Who's Who* - biographical information & articles on thousands of well-known individuals past & present.
- Health & Wellness Resource Center*- medical & health information & articles, including prescription drug information.
- What Do I Read Next?* - suggestions on recommended fiction & nonfiction for all ages groups.

To access these resources from your home or office, use the Home/Office Access links on the **SC Connects for State Government** web site:

<http://www.state.sc.us/scsl/den>. You must enter your SC State Library card number when prompted. InfoTrac full-text periodical databases and other resources are also available from this site.

*NOTE: These resources are also provided to all South Carolinians through their school, college or public library by *DISCUS – South Carolina's Virtual Library*. DISCUS is funded by the SC General Assembly and administered by the State Library.

Children, Youth and Families

13. Franck, Ellen J. "Outreach to birthfathers of children in out-of-home care." **Child Welfare** LXXX #3 (May/June 2001): 381-399.

14. ***Family guide to emotional wellness: proven self-help techniques and exercises for dealing with common problems and building crucial life skills**. Oakland, CA: New Harbinger Publications, 2000. CALL#: 616.89 FAMI

15. ***What works in child welfare**. Washington, DC: CWLA Press, 2000. CALL#: 362.7097 WHAT

16. ***Working for children and families: safe and smart after-school programs**. Washington, DC: US Dept of Education: US Dept of Justice 2000. CALL#: ED 1.2:W 89/8

Computers, Software and the Internet

17. Aardsma, Tracy L. "Transform a Word document into a PowerPoint presentation." **Inside Microsoft Office 97 5 #2** (February 2001): 10-13.

18. *Binder, Kate. **Easy Adobe Photoshop 6: see it done, do it yourself**. Indianapolis, IN: Que, 2000. CALL#: 006.686 BIND

19. *Chambers, Mark. **Scanners for dummies**. New York: Hungry Minds, Inc., 2001. CALL#: 006.62 CHAM

20. *Dyszel, Bill. **Palm for dummies**. Foster City, CA: IDG Books Worldwide, Inc., 2001. CALL#: 004.165 DYSZ

21. *Nelson, Stephen L. **Effective executive's guide to FrontPage web sites: the eight steps for designing, building, and managing FrontPage 2000 web**. Redmond, WA: Redmond Technology Press, 2000. CALL#: 005.72 NELS

22. *Paciello, Michael G. **Web accessibility for people with disabilities**. Lawrence, KS: CMP Books, 2000. CALL#: 004.678 PACI

23. *Panko, R. R. **Business data communications and networking**. Upper Saddle River, NJ: Prentice Hall, 2001. CALL#: 005.7 PANK

Crime and Corrections

24. *Austin, James. **Emerging issues on privatized prisons**. Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, 2001. CALL#: J 26.30:P 93

25. Reddington, Frances and Betsy Wright Kreisel. "Training juvenile probation officers: national trends and patterns." **Federal Probation** 64 #2 (December 2000): 28-32.

26. ***South Carolina's plan for offender re-entry: progress report.** Columbia, SC: SC Department of Corrections, 2000. CALL#: C8174 2.O33

Education

27. *Bagin, Don. **The school and community relations.** Boston, MA: Allyn and Bacon, 2001. CALL#: 371.19 BAGI

28. Brown-DuPaul, Judith and others. "Using documentation panels to communicate with families." **Childhood Education** 77 #4 (Summer 2001): 209-213.

29. *Campbell, Linda. **Teaching & learning through multiple intelligences.** Boston. MA: Allyn and Bacon, 1999. CALL#: 370.152 CAMP

30. *Denton, David R. **Finding alternatives to failure: can states end social promotion and reduce retention rates?** Atlanta, GA: Southern Regional Education Board, 2001. CALL#: 371.28 DENT

31. Hannum, Wallace. "Knowledge management in education: helping teachers to work better." **Educational Technology** 41 #3 (May-June 2001): 47-48.

32. *Lewis, Sandra. **Seeing eye to eye: an administrator's guide to students with low vision.** New York: AFB Press, 2000. CALL#: 371.911 LEWI

33. Wilson, Sandra M. and others. "School reform that integrates public education and democratic principles." **Equity & Excellence in Education** 34 #1 (April 2001): 64-70.

Ecology and the Environment

34. *Dillon, Robert T. **The ecology of freshwater molluscs.** New York: Cambridge University Press, 2000. CALL#: 594.176 DILL

35. ***Insect pest management: techniques for environmental protection.** Boca Raton, FL: Lewis Publishers, 2000. CALL#: 632.95 INSE

36. *Nordstrom, Karl F. **Beaches and dunes of developed coasts.** New York: Cambridge University Press, 2000. CALL#: 333.917 NORD

37. *Reid, Stephen J. **Ozone and climate change: a beginner's guide.** Amsterdam, The Netherlands: Gordon and Breach Science Publishers, 2000. CALL#: 551.5142 REID

38. Reynolds, Keith M. "EMDS: using a logic framework to assess forest ecosystem sustainability." **Journal of Forestry** 99 #6 (June 2001): 26-30.

39. ***South Carolina's urban tree care book: how to grow healthy, beautiful trees in the urban environment.** Columbia, SC: South Carolina Forestry Commission, 1999. CALL#: F7623 2.U61

Human Resources

40. Falcone, Paul. "Give employees the (gentle) boot. Convince under performing employees to leave voluntarily." **HR Magazine** 46 #4 (April 2001): 121-128.

41. ***Fish! catch the energy, release the potential!** Burnsville, MN: Chart House International Learning Corporation, 1998. CALL#: VT 1132

This video shows employees how to generate the energy needed for a high morale work environment. Highlights four main concepts: play, make their day, be there, choose your attitude. Also portrays the playful atmosphere necessary for creativity to flourish.

42. ***Giesecke, Joan. Practical strategies for library managers.** Chicago, IL: American Library Association, 2001. CALL#: 025.1 GIES

43. Ginther, Claire. "A death in the family. You get the tragic news that one of your employees has died suddenly. What do you do next?" **HR Magazine** 46 #4 (April 2001): 54-58.

44. ***Lundin, Stephen C. Fish!: a remarkable way to boost morale and improve results.** New York: Hyperion, 2000. CALL#: 658.314 LUND

45. ***Rogers, Jackie Krasas. Temps: the many faces of the changing workplace.** Ithaca, NY: Cornell University Press, 2000. CALL#: 331.2572 ROGE

Management

46. ***Allen, David. Getting things done: the art of stress-free productivity.** New York: Viking, 2001. CALL#: 658.4 ALLE

47. ***Benfari, Robert. Understanding and changing your management style.** San Francisco, CA: Jossey-Bass, 1999. 658.409 BENF

48. ***Brinckerhoff, Peter C. Mission-based management: leading your not-for-profit in the 21st century.** New York: J. Wiley, 2000. CALL#: 658.048 BRIN

49. ***Buhler, Patricia M. "Managing in the new millennium: the growing importance of soft skills in the workplace."** **Supervision** 62 #6 (June 2001): 13-15.

50. ***Effective performance management: building a quality organization.** Chicago, IL: Jack Wilson & Associates, 2001. CALL#: Media 658.3 EFFE

This video provides the tools necessary for a supervisor to develop and implement a solid performance management system.

51. ***Haines, Stephen G. The systems thinking approach to strategic planning and management.** Boca Raton, FL: St. Lucie Press, 2000. CALL#: 658.4012 HAIN

52. ***Sheftel, Phoebe A. How to resolve conflict: management development.** ASTD, Alexandria, VA: 2001. CALL#: 658.4053 SHEF

Organizational change

53. Besecker, Kenneth H. "Helping change take shape. The way change is managed will determine whether it is embraced by employees." **Security Management** (February 2001): 31-32.

54. *Bishop, Charles H. **Making change happen one person at a time: assessing change capacity within your organization.** New York: AMACOM, 2001. CALL#: 658.406 BISH

55. Conner, Daryl R. "How to create a nimble organization." **National Productivity Review** 19 #4 (Autumn 2000): 69-74.

56. *Fulmer, William E. **Shaping the adaptive organization.** New York: AMACOM, 2000. CALL#: 658.406 FULM

State and Local Government

57. *Krane, Dale. **Home rule in America: a fifty-state handbook.** Washington, DC: CQ Press, 2001. CALL#: 320.8 KRAN

58. ***Making results-based state government work.** Washington, DC: The Urban Institute, 2001. CALL#: 352.3 MAKI

59. *Miller, Thomas I. **Citizen surveys: how to do them, how to use them, what they mean.** Washington, DC: International City/County Management Association, 2000. CALL#: 303.38 MILL

60. ***South Carolina organizational self-assessment for state government agencies.** Columbia, SC: SC Budget and Control Board, Office of Human Resources, 2000. CALL#: B8595H 2.O63

Training

61. *Rothwell, William J. & Henry J. Sredl. **The ASTD reference guide to workplace learning and performance: present and future roles and competencies.** Amherst, MA: HRD Press, 2000. CALL#: 658.3124 ROTH

62. ***Managing the small training staff: twelve case studies from the real world of training.** Alexandria, VA: American Society for Training and Development, 1998. CALL#: 658.3124

***Items marked with an asterisk denote book or audiovisual material.**

